



STATE OF INDIANA

Request for Information 15-091

INDIANA DEPARTMENT OF ADMINISTRATION

On Behalf Of

All State Agencies

Solicitation For:

Business Furniture

Response Due Date: 06/11/2015

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RFI 15-091

Indiana Department of Administration

Business Furniture

Proposal Due Date: June 11, 2015

This Request for Information (RFI) is issued solely for information and planning purposes only, and does not constitute a solicitation. Responses to the RFI will not be returned. Responses to this RFI are not an offer and cannot be accepted by the State to form a binding contract. The State of Indiana or state agencies are not liable for any cost incurred by the vendor in response to this RFI.

PURPOSE OF THE REQUEST FOR INFORMATION

The purpose of this RFI is to gain knowledge of the business furniture market available to serve the State of Indiana (henceforward referred to as the Indiana Department of Administration). The information provided in the responses to this RFI may also be used to assist in the development of a Request for Proposal (RFP) at a later date. There will not be a contract resulting directly from the RFI; however, the Indiana Department of Administration (IDOA) may elect to limit participation to vendors that respond to the RFI, if and when IDOA releases an RFP.

The information gained from this RFI may be used in the development of a competitive solicitation process, leading to the selection of a contractor that is best suited to provide the solution(s) that meets the IDOA requirements. IDOA is interested in learning about all types of solutions available in the marketplace for business furniture. Respondents should provide full details about their solution in order for IDOA to gain a clear understanding of the complete solution being proposed.

IDOA may request in-person demonstrations from Respondents of this RFI for the purpose of collecting additional information and/or receiving clarification on proposal details. Invitations may be extended to Respondents of this RFI subsequent to the receipt of responses. The demonstrations will be conducted at the Indiana Government Center in Indianapolis, IN at a date to be determined after review of the proposal submissions.

BACKGROUND/CURRENT OPERATIONS

IDOA provides support services to other agencies and helps ensure the smooth function of state government. IDOA centrally manages activities relating to state purchasing, the vehicle fleet, state travel, real estate leases, property disposition, and the Government Center Campus, among others. IDOA provides facilities management services to agencies within the Indiana Government Center, including: building operations, maintenance, and engineering services; and, interior space/occupancy planning, design, and construction. In addition to agency support, the department provides assistance to minority, women and veteran business enterprises interested in state contracting opportunities.

In fulfilling its mission, IDOA procures and administers Quality Purchasing Agreements (QPA) which are available for use by state, K12, and local entities. QPAs are contracts established for repetitive purchases requiring the vendor to adhere to set pricing for the term of the contract; usually for one year, renewable for a total of four years. In an effort to find efficient and effective solutions to government-wide needs, IDOA is seeking to understand the business furniture market for IDOA to develop a future potential RFP which may result in a statewide QPA. IDOA is specifically interested in learning more

about the following categories of furniture: (1) Chairs; (2) Tables and Desks; (3) Systems Furniture; (4) Miscellaneous (bookshelves, cabinets etc.).

SUBMISSION REQUIREMENTS

IDOA asks that all Respondents provide adequate details about their product offerings for the following topics:

1. Briefly describe your firm and its business furniture offerings. Briefly describe your experience serving state, local and K12 entities.
2. Briefly describe your product catalog offering in terms of (1) Chairs; (2) Tables and Desks; (3) Systems Furniture; (4) Miscellaneous (bookshelves, cabinets etc.).
3. Briefly describe your firm's classroom and education furniture lines available.
4. In the event of a future RFP, does your firm anticipate responding as a Prime Contractor or Subcontractor? Please note a "Prime Contractor" is defined as the entity that will be ultimately responsible for performance of the contract, including performance of Subcontractors. A Prime Contractor will receive and process purchase orders, submit invoices, and receive payment. "Subcontractor" means any person or entity entering into a contract with a prime vendor directly to provide goods or services under a contract.
5. If you are a furniture manufacturer, please describe your relationships with dealers and/or distributors. Alternatively, if you are a dealer or distributor, please describe your relationships with manufacturers.
6. Does your firm have the capability to provide statewide coverage for business furniture for the following categories: (1) Chairs; (2) Tables; (3) Systems (including monitor arms, wooden desks); (4) Misc. (case goods, etc.)? Is coverage available through company workforce, dealers or distributors? If not, please describe your regional coverage available.
7. If you are a manufacturer, please provide a list of dealers and/or distributors utilized across the state. Similarly, please list the portion(s) of the state each dealer and/or distributor serves.
8. Please describe any additional information you deem helpful for IDOA's consideration.

KEY RFI DATES

Below is a chart that contains all of the deadlines associated with RFI 15-091:

ACTIVITY:	DATE:
Issue of RFI	May 20, 2015
Submission of Proposals	June 11, 2015

PROPOSAL DOCUMENTS SUBMISSION

All proposals must be submitted via email to IDOA Contact at gmoorman@idoa.in.gov no later than **3pm EST on June 11, 2015**. The email subject line should contain the following phrase “**RFP 15-091 and Business Furniture**”.

It is important to note that all information submitted in Respondents’ proposals to this RFI 15-091 will be kept confidential and will not be made available to the public unless this RFI results in the release of an RFP at a later date. If an RFP results from this RFI 15-091, then the information contained in the proposal submissions for this RFI 15-091 must be made available to the public once the resulting RFP has been awarded and the protest period has ended. However, any proprietary information can be kept confidential as long as it is marked clearly in your proposal submission as “CONFIDENTIAL MATERIAL”. It is the responsibility of the Respondent to ensure that all confidential information is easily identifiable to ensure it is not released as non-confidential material.